



Use of web-based Environmental Data Management System (EDMS) for compliance with AEC data requirements at Camp Navajo, AZ



Army Environmental Cleanup Workshop
San Antonio, TX, February 2006





EDMS Case Study – Camp Navajo

- Located west of Flagstaff and east of Williams, Arizona comprising 28,347 acres
- Camp Navajo was originally established as Navajo Ordnance Depot in 1942.
- Camp Navajo is operated by the Arizona National Guard
- The installation has two missions. These are: To operate a National Guard training site and to provide depot-level storage services to various DoD and civilian customers.
- Two Environmental Cleanups Compliance Cleanup RCRA and DoDs IRP program.



Camp Navajo Environmental Cleanup

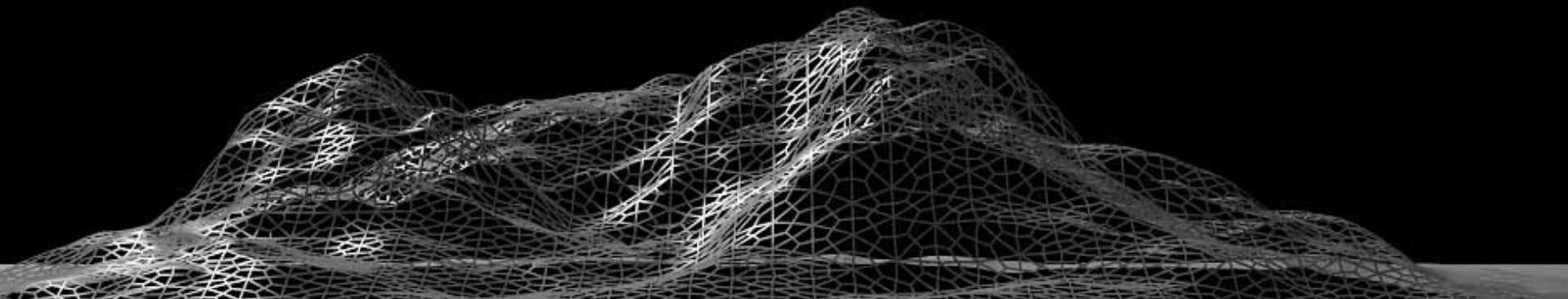
- Camp Navajo used for >50 years for demil and land disposal of obsolete/unserviceable ammunition
- Wide variety of hazardous substances, wastes, and munitions were stored, tested, and expended here
- Environmental studies began in 1979 and continue
- Contaminants being investigated include heavy metals, solvents, VOCs, pesticides, white phosphorus, and UXO
- Camp Navajo did not make EPAs Superfund NPL, but is subject to state and federal laws





Camp Navajo IRP Program

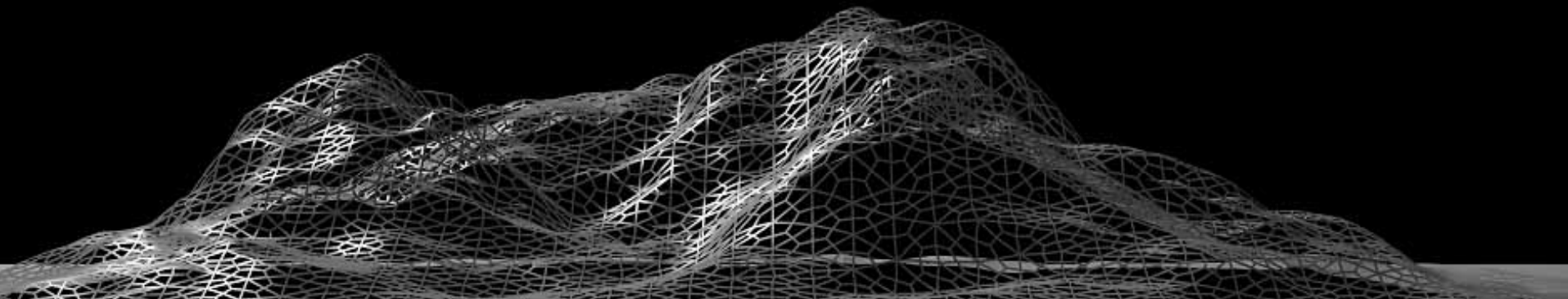
- 60 IRP Sites identified since 1989 (7 in the OB/OD Area)
- ADEQ Site Closure on 53 Sites
- Developing Program Decision Document for 53 sites
- Program is 80% Complete, will be 100% in December 2006 (PBC 7 Sites)





Camp Navajo Compliance Cleanup (RCRA OB/OD).

- Seven Interim Status Operation Sites
- ADEQ Site Closure on 4 of the Interim Status Operation Sites
- Developing Decision Document for 2 of the 4 sites closed
- Program is >50% Complete, will be 100% in December 2008, does not include LTM



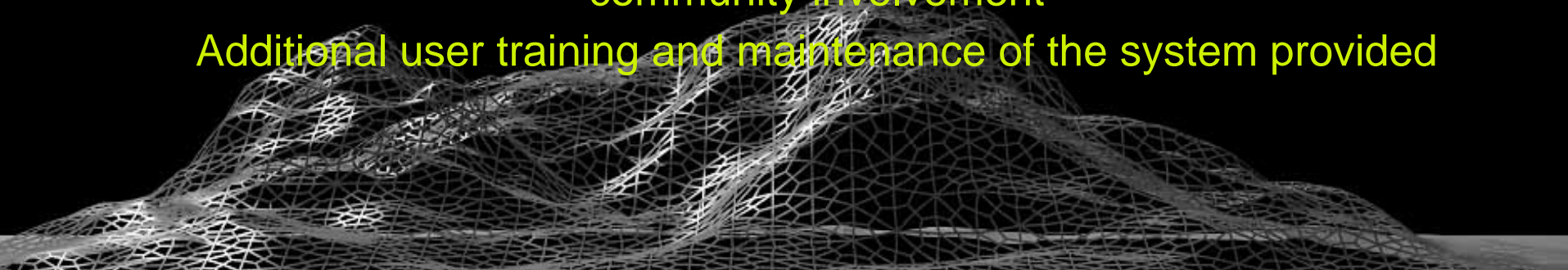


Camp Navajo Project Challenges

- Create web-based system to facilitate the sharing of project data among contractors and provide tools for in-depth data analysis
- Establish data format standards for project data
- Accommodate a broad list of stakeholders
- Develop Unexploded Ordnance (UXO) data standards which did not previously exist in Environmental Restoration Information System (ERIS) data format
- Provide controlled access to information
- Compile existing data and convert existing contractor data to EDMS format standards

Deliverable consisted of three websites: contractor, public, and community involvement

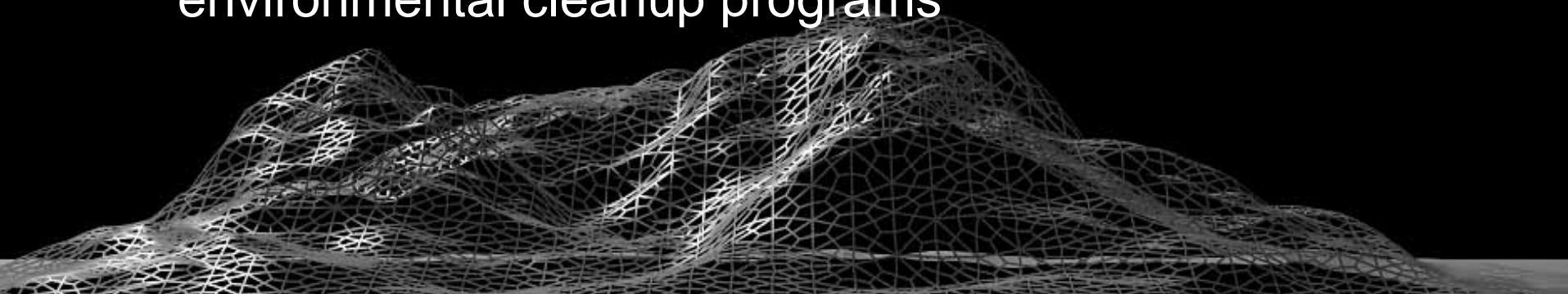
Additional user training and maintenance of the system provided





Reasons for using EDMS at Camp Navajo

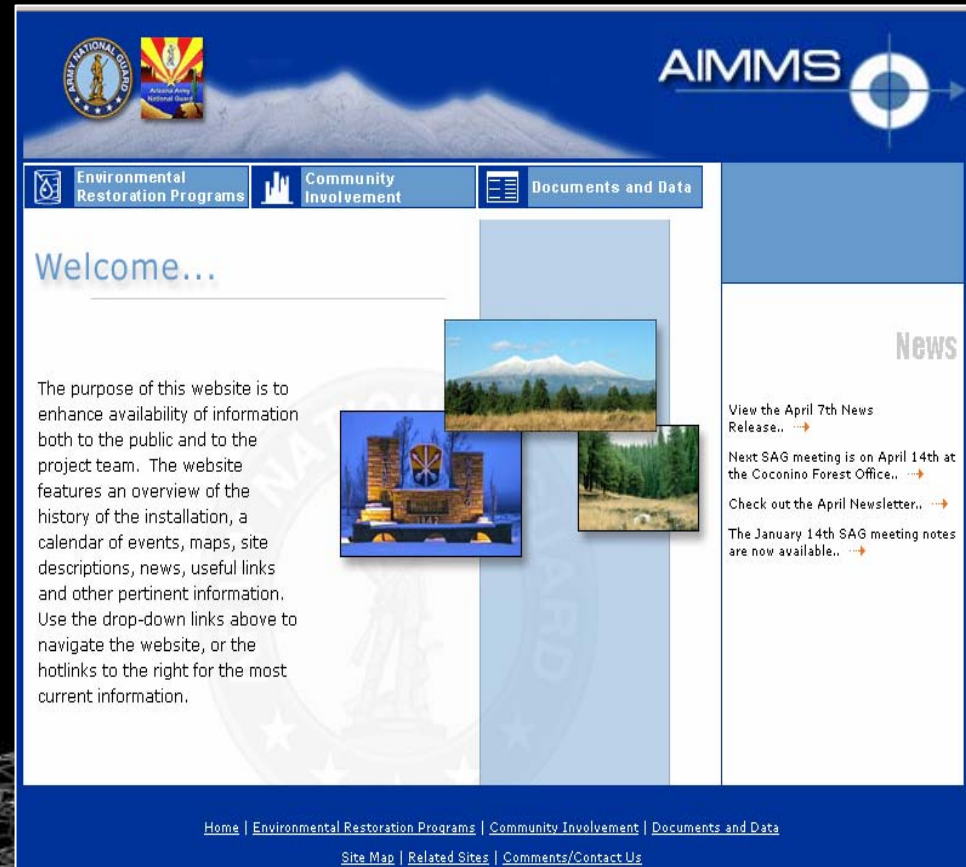
- Large site with many contractors
- Contractors would finish up work but not provide data deliverable to Camp Navajo
- No centralized repository for data and documents
- No standardized data formats across program
- Need to comply with USAEC ERIS standards and CERCLA Administrative Record guidance
- Community Relations to show progress on environmental cleanup programs





Benefits of EDMS Implementation at Camp Navajo

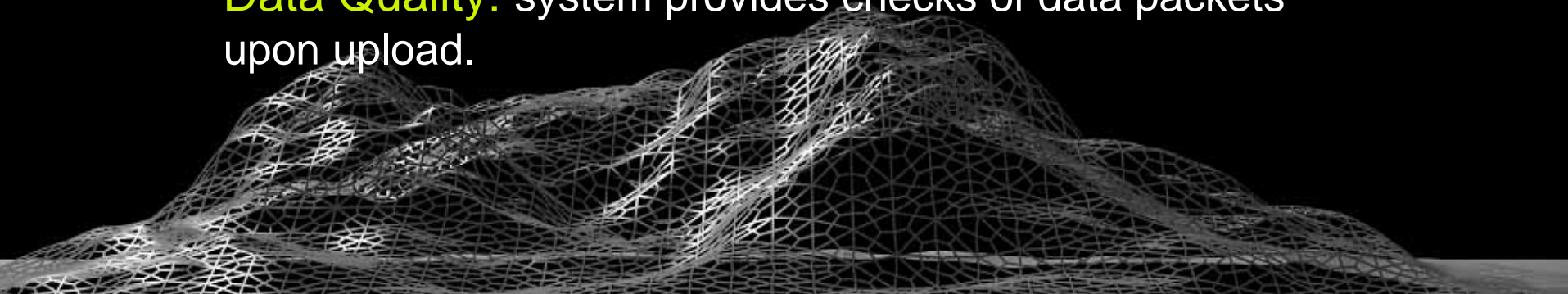
- Improved workflow: Data analysis, document dissemination, contractor interaction
- Compliance with regulatory requirements
- Program costs reduced
- Vehicle for community relations





Functionality of EDMS

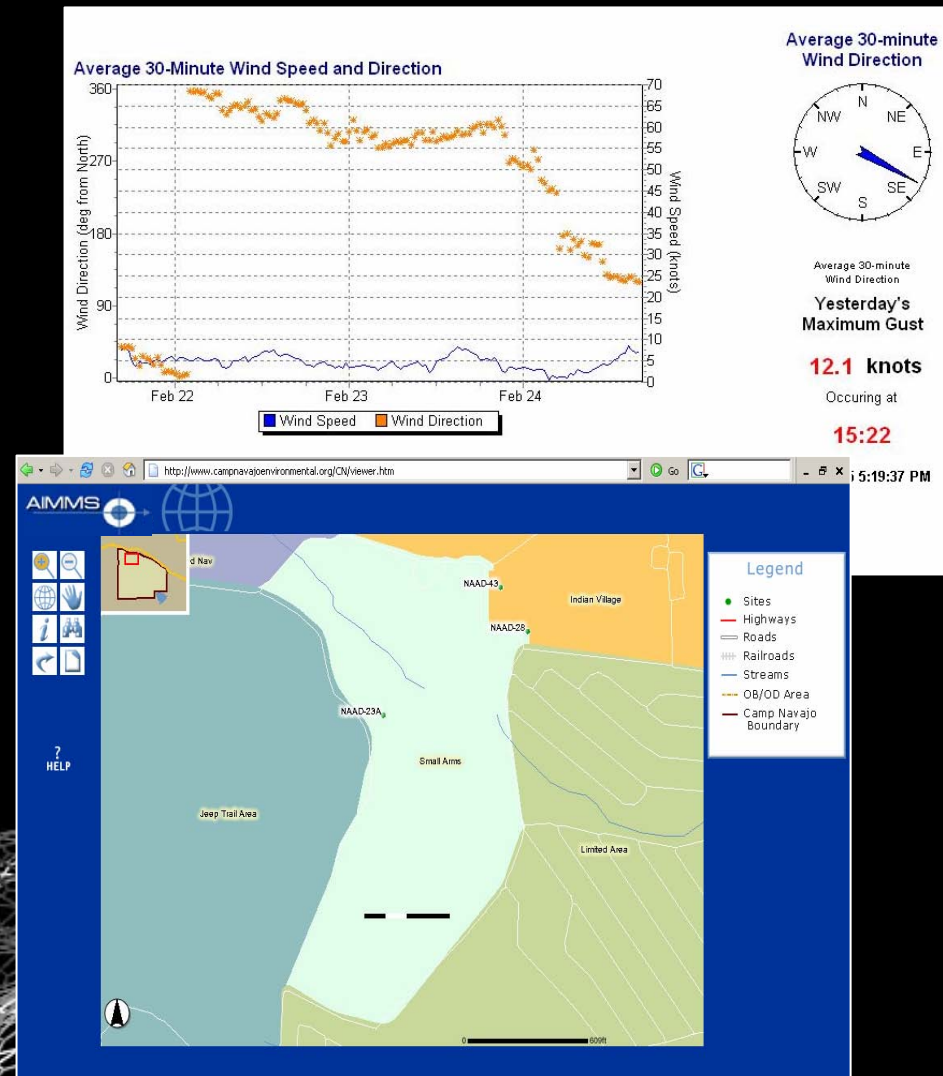
- **Interactive Mapping:** “clickable” GIS map layers to evaluate sustainability of ranges (e.g. noise contours, line of sight, UXO).
- **Data Query:** query or view data, download reports, charting.
- **Data Exchange:** upload, share, download spatial data layers and tabular data.
- **Document Management:** upload, share, query, download project documents.
- **Data Quality:** system provides checks of data packets upon upload.





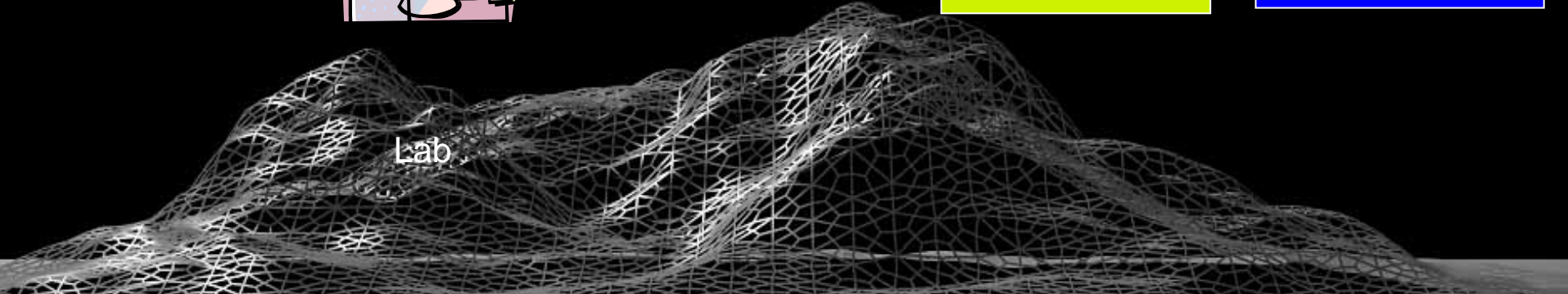
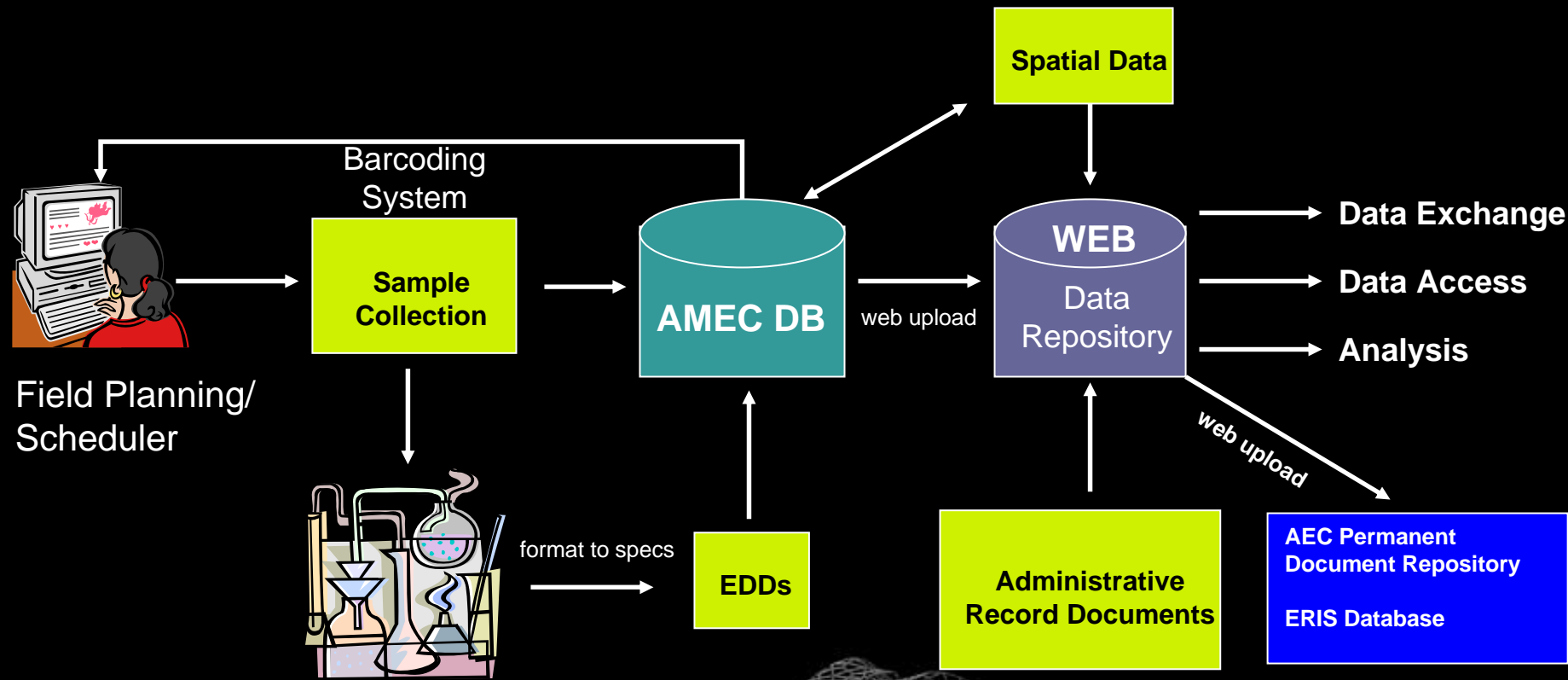
EDMS as a tool for Site Management

- **Compliance** – View Map for spatial data. Document repository for UXO and safety guidance. Calendar for scheduling reclamation/removal activities.
- **Stewardship** – View Map for endangered species, land management, census data, noise contours, and more. General information about best management practices.
- **Outreach** – Community involvement and outreach website.
- **Guidance** – Document repository for guidance, regulatory, and policies.





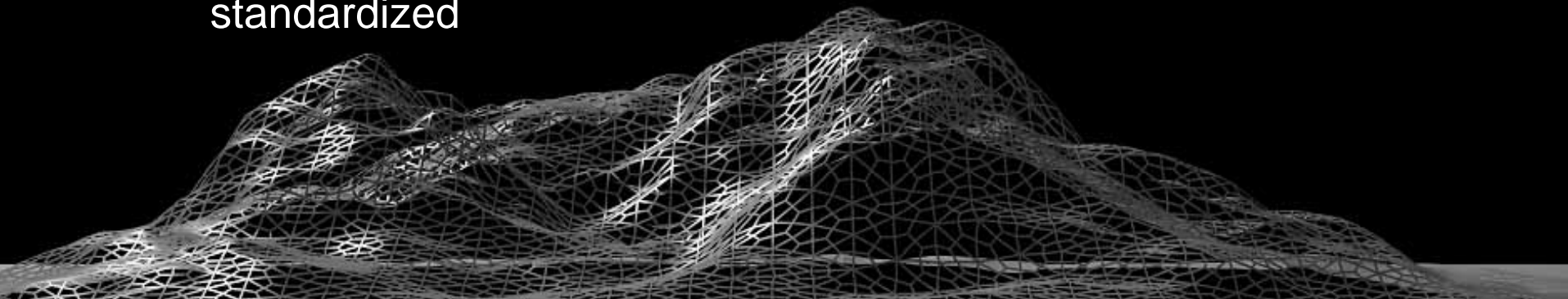
EDMS Workflow





Benefits of a Web-based Solution

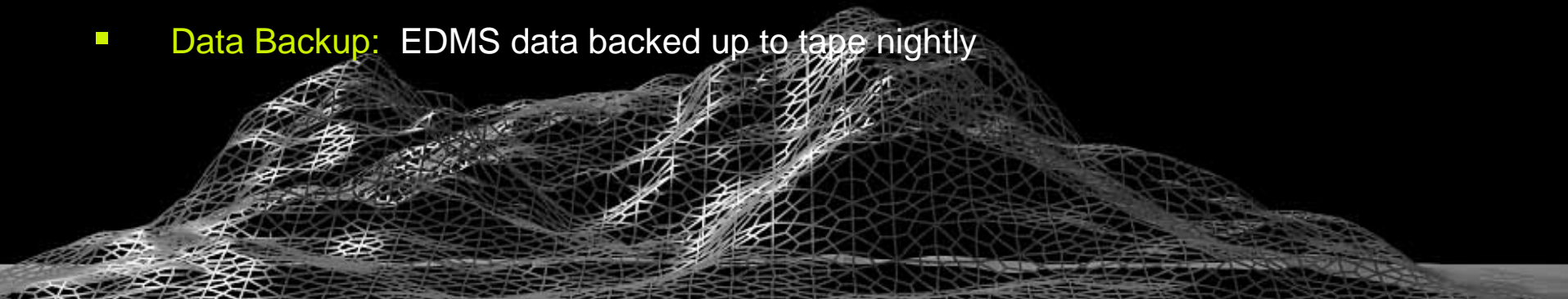
- **Accommodate diverse data needs:** general information for public to raw data for Contractors – chemical, geologic, spatial, UXO, documents
- **Defined levels of security:** open access to general information to secured access for data exchange 24X7
- **Empower Stakeholders:** work directly with the data
- **Centralize information:** ease of use, consistency among users, data archive
- **Scalable:** system built on modules for adding or removing functionality
- **Minimal O&M:** centralized system requires minimal O&M
- **Retain value of the data:** dataset fully referenced, standardized





Client Benefits

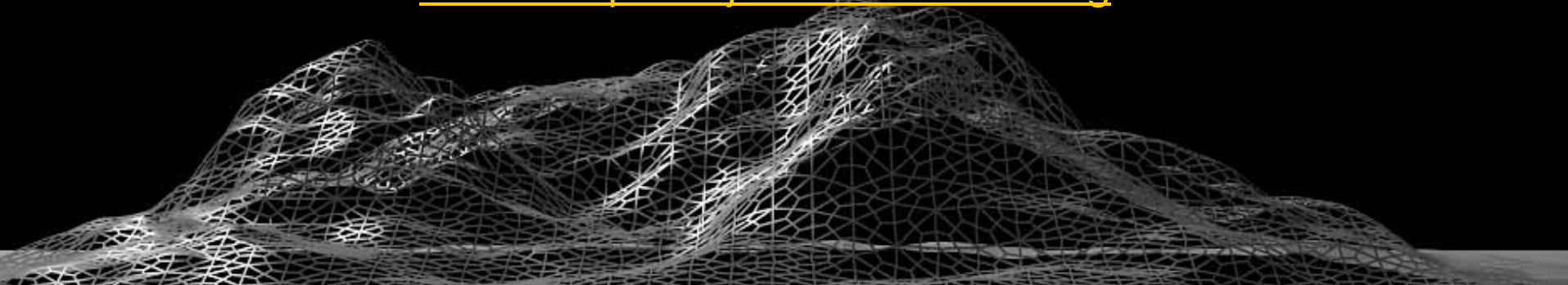
- **Data Ownership:** data is readily available to client and not “controlled” by the consultant(s)
- **Data Analysis Tools:** analyze site data on EDMS
- **Compliance:** adherence to required formats
- **Project portal:** central project website to find information or link to other relevant resources
- **Community Relations:** disseminates site information to the public
- **Savings:** brings clients overall savings to program
- **Data Backup:** EDMS data backed up to tape nightly





Camp Navajo EDMS Project Highlights

- **Compliance:** AFCEE ERPIMS & USAEC ERIS database standards, FGDC GIS standards/metadata, CERCLA Administrative Record
- **Centralized Data:** Project data is on centralized web-based system and promotes ownership of data by site team.
- **Flexibility:** EDMS can manage various data types and fit project needs and requirements. Modules can be added and removed.
- **Site URLs:** www.campnavajo-edms.org
www.campnavajoenvironmental.org





AEC Permanent Document Repository Reqs

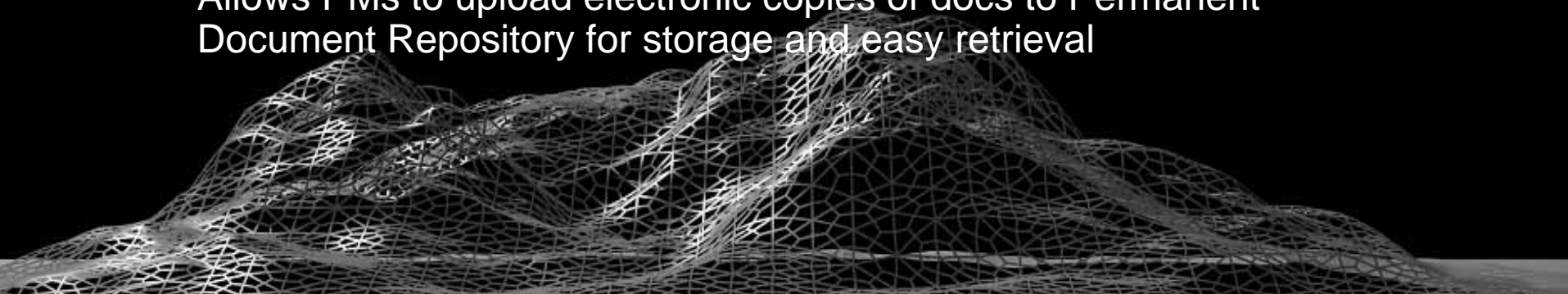
- AEC Cleanup Strategic Plan I approved 5/27/03 states:
 - Permanent Doc. Repository in place by FY05 for each environmental cleanup program regardless of funding source
 - Applies to Active Sites, BRAC, Compliance-related Cleanup Programs, and MMRP (not FUDS which falls under USACE)
 - Existing information generated in FY05 is required to be completed by FY08. Information generated in FY06 and beyond are to be processed according to guidance.
 - Progress towards implementation of this guidance is part of management reviews. Army Cleanup Managers are responsible for executing this guidance.





Permanent Document Repository Scope

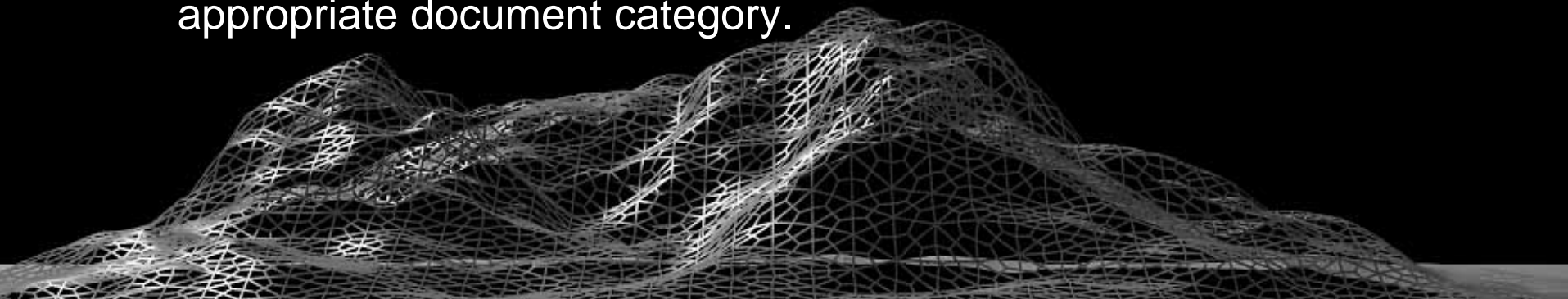
- Contains electronically stored copies of documents found in the environmental cleanup files.
- Installations must still maintain the official record copy in accordance with AR 25-400-2 and ARIMS.
- Enables installations to maintain project files that:
 - Withstand scrutiny of external audit
 - Contain information relied upon for making project decisions
 - Meet min. reqs. for Administrative Records required by CERCLA and National Contingency Plan (NCP)
 - Meet min. reqs. for environmental cleanup record keeping as required by AR 200-1
 - Are consistent with other project files
- Allows PMs to upload electronic copies of docs to Permanent Document Repository for storage and easy retrieval





Permanent Document Repository Tasks

- Maintain environmental cleanup project file that contains project documents found in Appendix C.
- Maintain document checklist to show the presence of a required document or explains why a document was not prepared
- Utilize standardize document type found in Appendix C
- Critical electronic communications are stored as hardcopy project files and in electronic repository. Must be filed in appropriate document category.





How does EDMS help comply with AEC Reqs for Permanent Document Repository?

- Establishes an SOP for document management that is compliant with CERCLA and AEC reqs
- Allows contractors to easily upload electronic documents to a web-based system with metadata
- Has QA functionality built in for ARC to review and approve document submittals
- Can assign documents to general document repository or the Administrative Record (AR)
- CERCLA Index Report can be generated online
- Public website available for viewing AR to comply with CERCLA community involvement requirements
- Easy export to AEC Permanent Document Repository

CAMP NAVAJO - EDMS

Home > Document Management > Index Report

View Map | Data Management | Document Management

Index Report

The Index Report organizes all Administrative Record documents into their appropriate File Structure sections and lists the documents chronologically from earliest to latest within each section.

An Index Report may be created for the entire Camp Navajo area or for a specific Site by selecting from the list below.

Site:

1. Sample Classification

1.0 Sample Classification

1.0.1 Document Name: **CAMEO Test Document**

Document Number: #1	Revision Status: Unraft	Document Type: Memo
Creation Date: 25-Sep-2001	Sites: Administration Area Burn Pile, Administration Area Incinerator, Bldg 101 Former Hospital	
Authors: None		
Recipients: None		

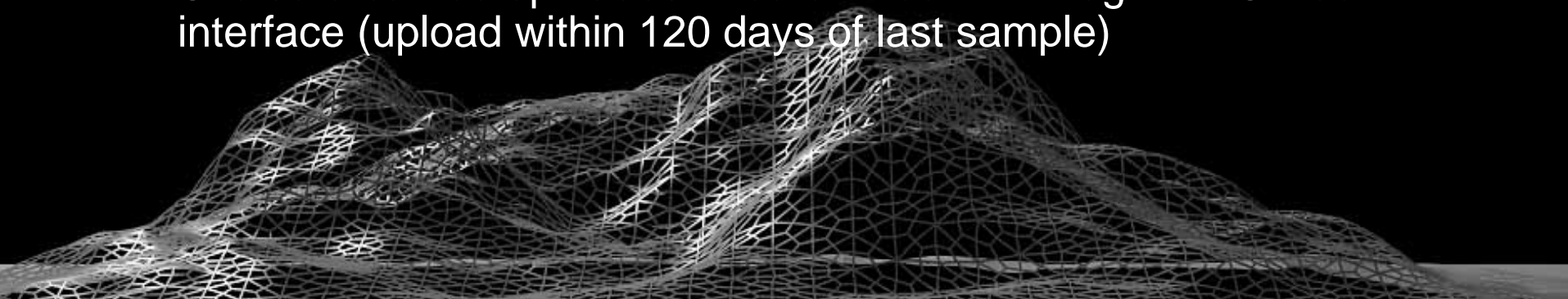
[View Map](#) | [Data Management](#) | [Document Management](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

[Upload New Documents](#)
[Search for Documents](#)
[Incomplete and Unsubmitted](#)
[Review and Approve Documents](#)
[View Access Logs](#)
[Index Report](#)



AEC ERIS Data Format

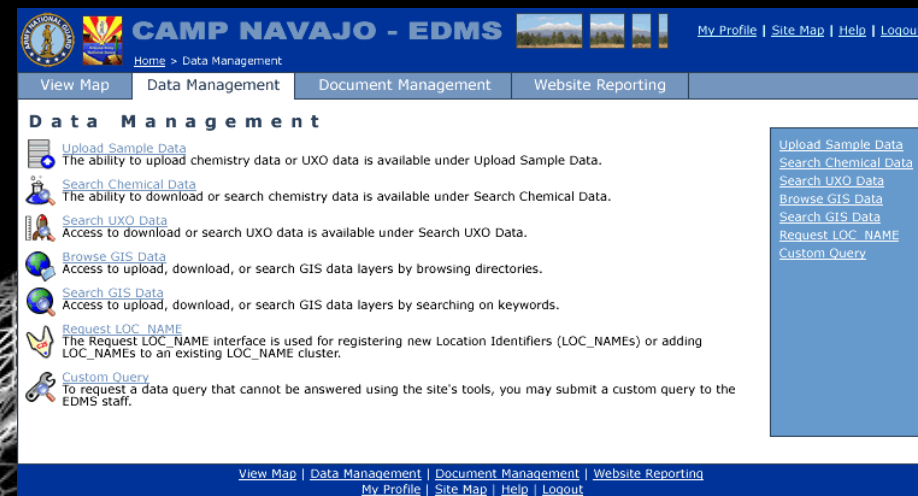
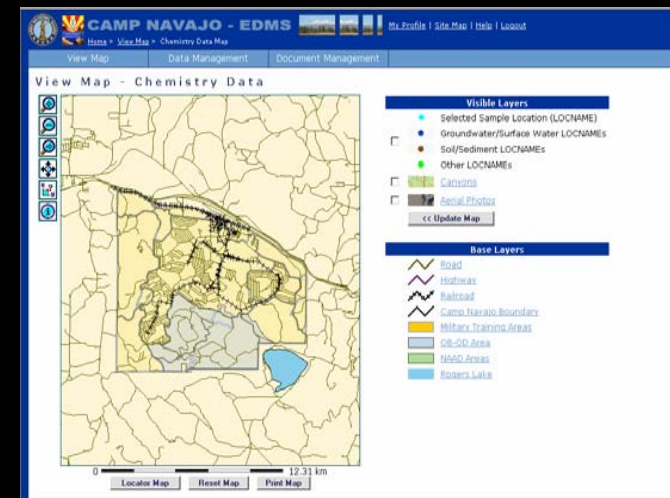
- Use of ERIS is required, in the Implementation Guidance for the Use of the Environmental Restoration Information System memo dated 12 NOV 03
- ERIS helps fulfill the Army's requirement under CERCLA/SARA to retain environmental data for 50 years
- The ERIS data is used for:
 - Fate and transport modeling
 - Data sorting and screening
 - Statistical analysis
 - Risk assessment
 - Reporting
- Site data can be uploaded in batch files or through ERIS web interface (upload within 120 days of last sample)





How does EDMS comply with AEC ERIS Requirement

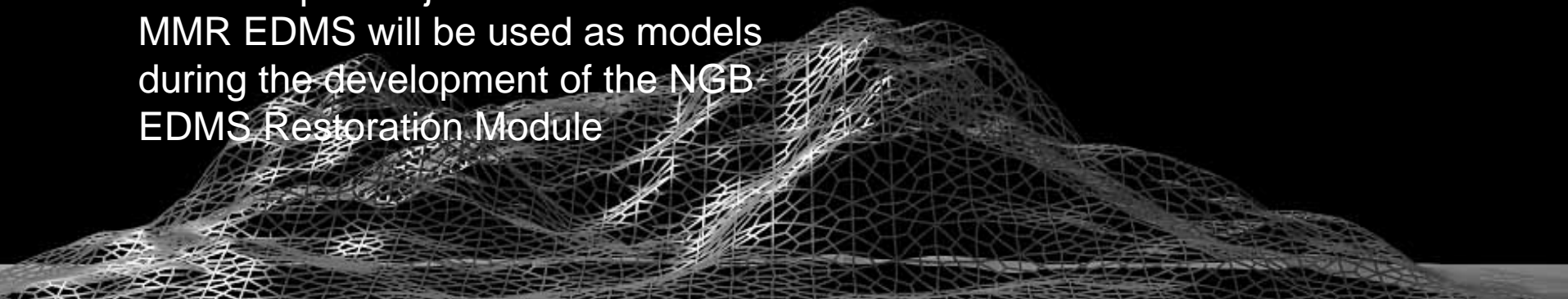
- EDMS is built on the AEC ERIS data model
- Contractors load validated data to EDMS via XML upload file.
- EDMS runs QA checks on the uploaded data before import to database.
- EDMS allows for export of ERIS batch file formats for upload to ERIS website
- EDMS stores additional data outside of ERIS requirements (UXO and GIS data)





Future NGB EDMS and the Transition/Integration of the Camp Navajo EDMS

- NGB is currently developing a similar EDMS for all States/Territories
- The NGB EDMS will support Cultural/Natural Resources, Restoration, and Compliance for NGB Environmental Division and the States/Territories
- NGB EDMS is in the process of completing the final development of cultural/natural resource module
- The Camp Navajo EDMS and the MMR EDMS will be used as models during the development of the NGB EDMS Restoration Module





Camp Navajo

WEBSITE DEMONSTRATION



CAMP NAVAJO

ENVIRONMENTAL DATA MANAGEMENT SYSTEM

W e l c o m e

Please enter your username and password below to login to the Camp Navajo EDMS Data Administration Website.

Username	<input type="text" value="Kevan_Gale"/>
Password	<input type="password" value="XXXXXXXX"/>

[Need an account?](#)



Welcome Demonstration User

The intent of the Camp Navajo EDMS is to offer the various stakeholders of the Camp Navajo IRP and OB/OD Area Closure Program practical access to the data through a web site. This web site offers a user-friendly interface to access a variety of tabular and GIS data from a variety of contractors. In addition, project reports, documents and records are available to view and download. The following list of services is available to you:

[View Map](#)

The View Map section of the site provides you with mapping tools to view the GIS data available on the site.

[Data](#)

The Data section of the site provides you with tools to upload, download and search through Chemical, UXO, and GIS data.

[Document Management](#)

The Document Management section of the site allows you to search through project reports, documents and records. Many of these records form the Administrative Record for the Camp Navajo IRP and OB/OD Area Closure Program.

[My Profile](#)

The My Profile section of the site provides you with the registered information for your account.

Recent Updates

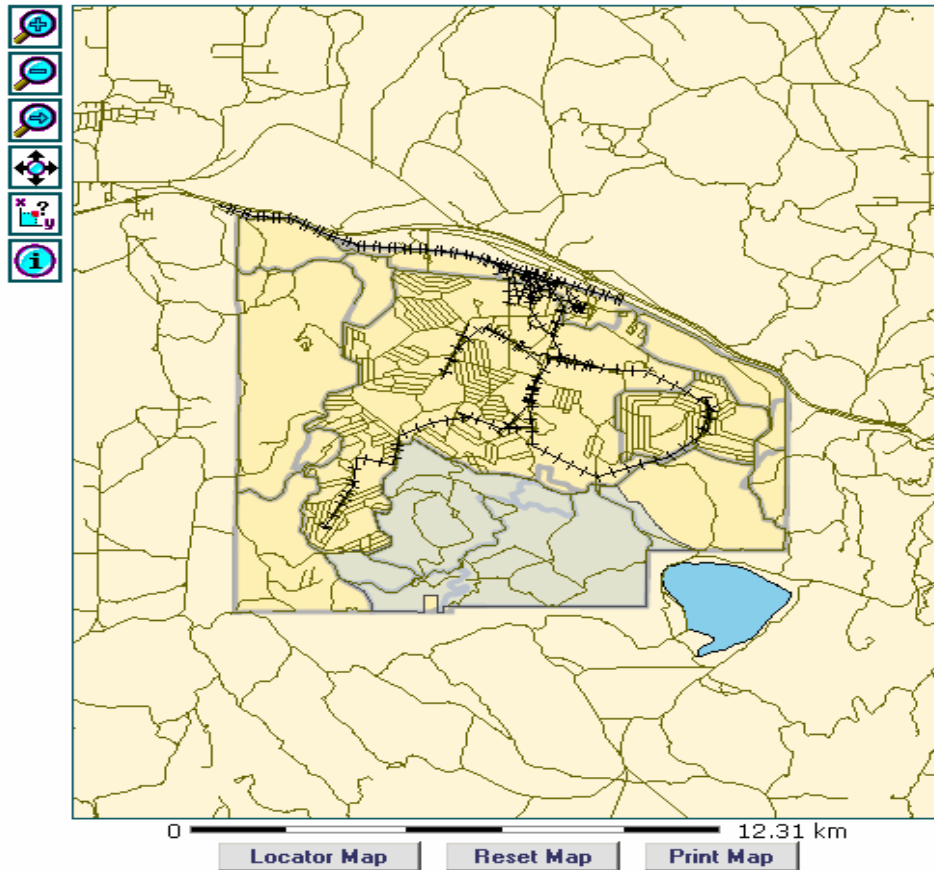
There have been no updates to map layers in the past month.

In the past month, XXX LDI records, XXX sample records, and XXX UXO discovery records have been created or modified.

- Camp Navajo-EDMS Home page describes the functions of the site for which the user has permissions access. User can click on either the hyperlink or the drop-down menus in the header.



View Map - Chemistry Data



Visible Layers

- ☒ Selected Sample Location (LOCNAME)
- ☒ Groundwater/Surface Water LOCNAMEs
- ☒ Soil/Sediment LOCNAMEs
- ☒ Other LOCNAMEs
- ☐ [Canyons](#)
- ☐ [Aerial Photos](#)

[<< Update Map](#)

Base Layers

- [Road](#)
- [Highway](#)
- [Railroad](#)
- [Camp Navajo Boundary](#)
- [Military Training Areas](#)
- [OB-OD Area](#)
- [NAAD Areas](#)
- [Rogers Lake](#)

- View Map page provides the user with the ability to visualize data on the Camp Navajo basemap. Default GIS layers are included and optional user-selected layers can be activated. Standard GIS tools such as zoom, pan, and identify are provided along with Zoom to location (by LOC_NAME, coords, or site name). The UXO View Map interface is similar but provides a different data set.



[Home](#) > Data Management

[View Map](#)

[Data Management](#)

[Document Management](#)

[Website Reporting](#)

Data Management



[Upload Sample Data](#)

The ability to upload chemistry data or UXO data is available under Upload Sample Data.



[Search Chemical Data](#)

The ability to download or search chemistry data is available under Search Chemical Data.



[Search UXO Data](#)

Access to download or search UXO data is available under Search UXO Data.



[Browse GIS Data](#)

Access to upload, download, or search GIS data layers by browsing directories.



[Search GIS Data](#)

Access to upload, download, or search GIS data layers by searching on keywords.



[Request LOC_NAME](#)

The Request LOC_NAME interface is used for registering new Location Identifiers (LOC_NAMES) or adding LOC_NAMES to an existing LOC_NAME cluster.



[Custom Query](#)

To request a data query that cannot be answered using the site's tools, you may submit a custom query to the EDMS staff.

[Upload Sample Data](#)

[Search Chemical Data](#)

[Search UXO Data](#)

[Browse GIS Data](#)

[Search GIS Data](#)

[Request LOC_NAME](#)

[Custom Query](#)

[View Map](#) | [Data Management](#) | [Document Management](#) | [Website Reporting](#)

[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

•Camp Navajo-EDMS Data page describes the major subsections in the Data section. Please note that choices in this section reflect only the permissions granted to that user. User can click on either the hyperlink or the drop-down menus in the header.

[View Map](#)[Data Management](#)[Document Management](#)[Agency Administration](#)

Request LOC_NAME

In this section you can request a new named point (LOC_NAME) for use when sampling soil or drilling wells or boreholes. For additional information on LOC_NAMES, please see the [Camp Navajo EDMS Data Management Plan](#).

Site	Serial	Suffix	Common Name	Contractor	Date	X Coordinate	Y Coordinate	
NDR01	- #### -			Test Agency	17-Nov-2004			<input type="button" value="Submit"/>
WELL:AWIMW001			Sample location for initial test load	Test Agency	16-Nov-2004	422,641.58	3,893,204.26	
WELL:AWIMW002			Sample location for initial test load	Test Agency	16-Nov-2004	422,641.54	3,893,198.72	
WELL:AWIMW003			Sample location for initial test load	Test Agency	16-Nov-2004	422,734.35	3,893,297.75	
WELL:AWIMW1901			Sample location for initial test load	Test Agency	16-Nov-2004	422,776.05	3,893,168.73	
WELL:AWIMWD01			Sample location for initial test load	Test Agency	16-Nov-2004	422,641.58	3,893,204.26	
WELL:AWIMWF01			Sample location for initial test load	Test Agency	16-Nov-2004	422,641.58	3,893,204.26	
WELL:AWIMWM01			Sample location for initial test load	Test Agency	16-Nov-2004	422,641.58	3,893,204.26	
ND002-0001			ND002-0001	Test Agency	16-Nov-2004	421,645.00	3,892,361.00	
ND002-0002			ND002-0002	Test Agency	16-Nov-2004	422,042.00	3,891,607.00	
ND002-0003			ND002-0003	Test Agency	16-Nov-2004	421,381.00	3,892,552.00	
ND002-0004			ND002-0004	Test Agency	16-Nov-2004	421,417.00	3,892,537.00	
ND003-0001			ND003-0001	Test Agency	16-Nov-2004	422,608.70	3,893,246.00	
ND003-0002			ND003-0002	Test Agency	16-Nov-2004	422,544.90	3,893,172.60	
ND003-0003			ND003-0003	Test Agency	16-Nov-2004	422,188.90	3,893,034.40	
ND003-0004			ND003-0004	Test Agency	16-Nov-2004	422,207.60	3,893,001.00	
ND003-0005			ND003-0005	Test Agency	16-Nov-2004	422,207.60	3,893,001.00	
ND003-0006			ND003-0006	Test Agency	16-Nov-2004	422,207.60	3,893,001.00	
ND003-0007			ND003-0007	Test Agency	16-Nov-2004	422,207.60	3,893,001.00	
ND003-0008			ND003-0008	Test Agency	16-Nov-2004	422,207.60	3,893,001.00	
ND003-0009			ND003-0009	Test Agency	16-Nov-2004	422,204.70	3,892,999.40	
ND003-0010			ND003-0010	Test Agency	16-Nov-2004	422,199.90	3,892,974.10	
ND003-0011			ND003-0011	Test Agency	16-Nov-2004	422,199.90	3,892,974.10	
ND003-0012			ND003-0012	Test Agency	16-Nov-2004	422,199.90	3,892,974.10	
ND003-0013			ND003-0013	Test Agency	16-Nov-2004	422,199.90	3,892,974.10	
ND003-0014			ND003-0014	Test Agency	16-Nov-2004	422,201.90	3,892,970.50	

[Upload Sample Data](#)
[Search Chemistry Data](#)
[Search UXO Data](#)

[Browse GIS Data](#)
[Search GIS Data](#)

[Request LOC_NAME](#)
[Custom Query](#)

[Data Format Standards](#)
[Latest DTD \(v1\)](#)

Request LOC_NAME

- Select Site
- Enter Optional Suffix and Common Name
- Enter X and Y Coordinates
- Submit LOC_NAME request

CAMP NAVAJO - EDMS [My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

[Home](#) > [Data](#) > Search Chemistry Data

[View Map](#) | [Data Management](#) | [Document Management](#)

Search Chemistry Data

In this section you can search through chemistry data that have been added to the database.

Currently there is only limited data in the database.

[Upload Sample Data](#)
[Search Chemistry Data](#)

Search **Clear**

LOCNAME

LOCNAME Alias

Field Sample Name

Field Sample Collection Date from: to:

Sample Matrix

Client Method

Analyte

Concentration:

[View Map](#) | [Data Management](#) | [Document Management](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

CAMP NAVAJO - EDMS [My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

[Home](#) > [Data](#) > Search Chemistry Data > Search Results

[View Map](#) | [Data Management](#) | [Document Management](#)

Chemistry Data Search Results

Your query has produced **2** matching records.

The following list is the results from your query. Select the location name for a Sample Data Summary Report. Click on an arrow (^) to sort results by that column. Click again to sort by descending values.

Click the "Download Records" button to download the complete set of records in XML format.

Page: 1

Location Name ^	Alias ^	Sample Name ^	Collection Date ^	Matrix ^	Sample Depth ^	Analysis Method ^	Analyte ^	Result ^	Units
WELL:AWJMW001		CA01624 :B	16-Jul-1997	Water - Ground	325.76 ft	ICP METHODS SW-846 6000	Zinc	20	ug/l
WELL:AWJMW001		CA01625 :B	16-Jul-1997	Water - Ground	325.76 ft	ICP METHODS SW-846 6000	Zinc	20	ug/l

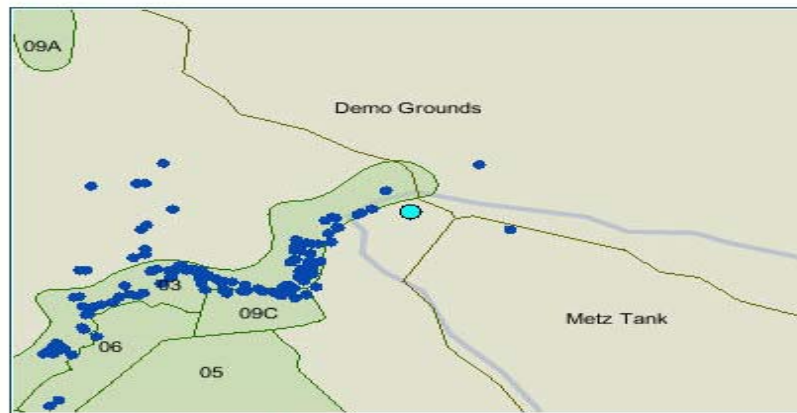
[Download Records \(XML\)](#) | [Download Records \(CSV\)](#) | [Map Results](#) | [New Search](#)

You may download records in either XML or CSV format. The data package obtained in XML format contains all of the data associated with all of the location names selected by the search. The data obtained in CSV format includes only those fields seen here, and is subject to the same 500 record limit.

[Upload Sample Data](#)
[Search Chemistry Data](#)
[Search UXO Data](#)
[Data Format Standards](#)

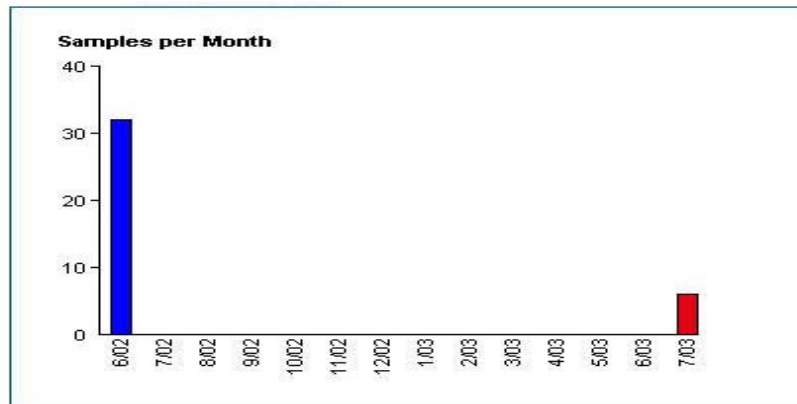
[View Map](#) | [Data Management](#) | [Document Management](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

■ The Search Chemical Data page provides users with a query interface to enter search criteria and produce a record set. The record set has sort capabilities and can be downloaded into XML or CSV formats. Search UXO Data page is similar.

[View Map](#)[Data Management](#)[Document Management](#)**Sample Data Summary Report (WELL:AWIMW001)****Map Location**

Location Name	WELL:AWIMW001
Category	Well
X Coordinate	422641.583168
Y Coordinate	3893204.26394


- Location WELL:AWIMW001
- Groundwater/Surface Water Locations
- Soil/Sediment Locations
- Other Locations

[Locator Map](#)[Upload Sample Data](#)
[Search Chemistry Data](#)
[Search UIC Data](#)[Browse GIS Data](#)
[Search GIS Data](#)
[Custom Query](#)[Data Format Standards](#)
[Latest DTD \(v1\)](#)**Samples Per Month Chart**

Analyte	[All Analytes]
Chart Dates	<input type="radio"/> from: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	to: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	- OR -
	<input checked="" type="radio"/> All dates
<< Update Chart	

Sample Data

▪The Sample Data Summary report is generated when a user clicks on the LOC_NAME hyperlink located on the previous Chemical Data Search Results page.

CAMP NAVAJO - EDMS  [My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

[Home](#) > [Data](#) > [GIS Data](#)

[View Map](#) | [Data Management](#) | [Document Management](#)

GIS Data

[Up](#)

Water Control


- [Canal](#)
- [Culvert](#)
- [Standing Water](#)

[Upload File](#)

[Browse GIS Data](#)
[Search GIS Metadata](#)

[View Map](#) | [Data Management](#) | [Document Management](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)



CAMP NAVAJO - EDMS  [My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

[Home](#) > [Data](#) > [GIS Data](#) > [Examine File](#)

[View Map](#) | [Data Management](#) | [Document Management](#)

GIS Data - File Information

[Up](#)

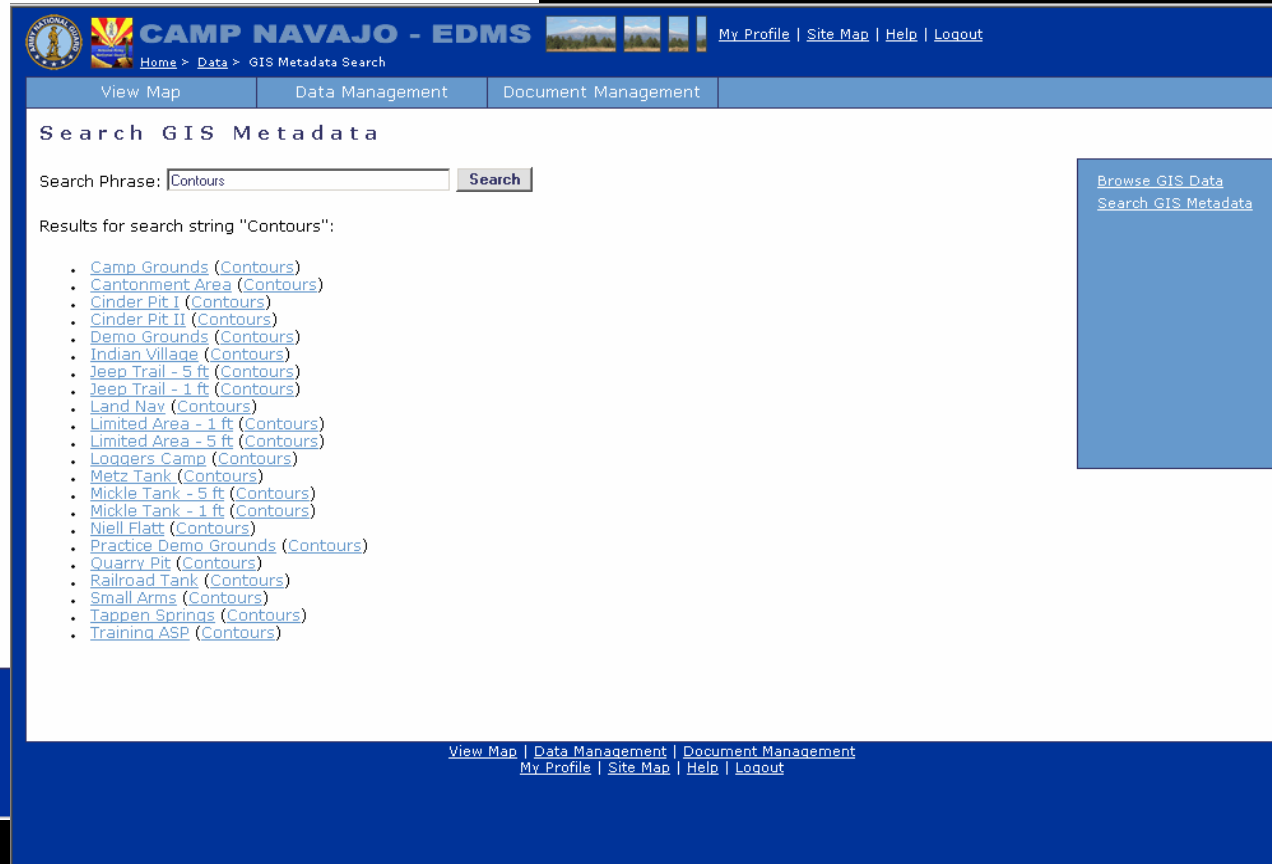
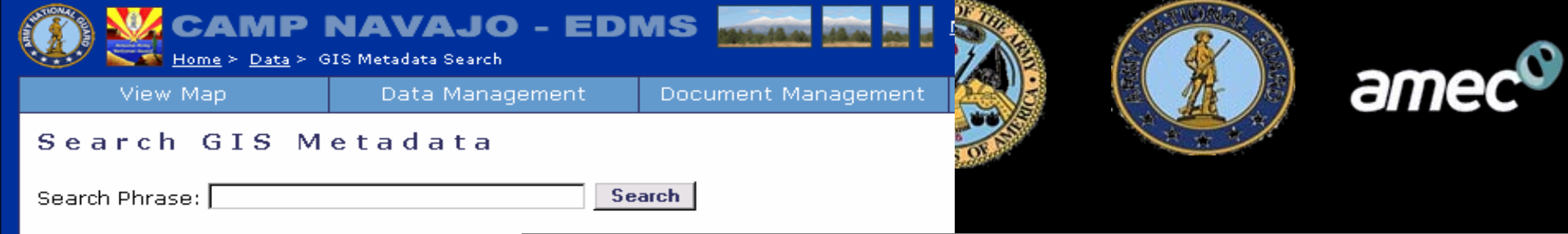
File Name	Canal
Data File	canal.mdb (768.00 KB)
Metadata File	canal.xml (5.04 KB)
Uploaded	Friday, October 08, 2004
Owner	Jori Bonner, Test Agency
Description	Canals at Camp Navajo, Arizona.

[Download File](#) [View Metadata](#)

[Browse GIS Data](#)
[Search GIS Metadata](#)

[View Map](#) | [Data Management](#) | [Document Management](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

- Choose "Browse GIS Data" from the Data section. This allows the user to select a folder which is appropriate for the GIS data to be downloaded. Once a file is selected, the option to "Download File" appears.



- The Search GIS Data page allows the user to enter a text string to search the GIS Data metadata for matches. The above example shows matches for the text string *Contours* which then can be downloaded.



Custom Query

If you have a query that cannot be answered by the Sample Data Query interface, enter it here. A representative from the National Guard Bureau will be in touch with you regarding your query.

From Demonstration User <aelliott@hgn.ca>

Query

[Upload Sample Data](#)
[Search Chemistry Data](#)
[Search UXO Data](#)

[Data Format Standards](#)

- The Custom Query page is used when a query cannot be answered the Sample Data Query interface. Enter in a text based message and click submit. An EDMS staff member will provide the results that are desired.

[View Map](#)[Data Management](#)[Document Management](#)[Website Reporting](#)

Document Management

In this section you can interact with the documents that form part of the Administrative Record.



[Upload New Documents](#)

The ability to upload project reports, documents and records is available under Upload New Documents.



[Search for Documents](#)

Access to search project reports, documents, and records by searching on keywords



[Incomplete and Unsubmitted](#)

The ability to review document metadata for unsubmitted documents or upload a PDF document for incomplete documents is available under "List My Incomplete and Unsubmitted Documents".



[Review and Approve Documents](#)

Examine and review submitted documents and their metadata, and decide whether to admit the document into the Administrative Record or to send the document back to the submitter for edits.



[View Access Logs](#)

See which users are viewing which documents.



[Index Report](#)

The Administrative Record Index Report displays a listing of all documents according to their classification.

[Upload New Documents](#)[Search Documents](#)[incomplete / Unsubmitted](#)[Review and Approve](#)[View Access Logs](#)[Index Report](#)[View Map](#) | [Data Management](#) | [Document Management](#) | [Website Reporting](#)[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

• The Document Management page gives the users the ability to upload, search, and manage documents. Not all sections shown above will be available to all users. These appear based on your permissions, set by the Agency Administrator.

[View Map](#)[Data Management](#)[Document Management](#)

Document Search (Basic)

Enter the metadata that describes the document(s) you wish to locate.

Advanced Search

[Reset](#)[Search](#)

Document ID

[?](#)

Title/Subject

[?](#)

Site Name

Administration Area Burn Pile
Administration Area Incinerator
Bldg 101 Former Hospital
Bldg 2, 16, & 34

[?](#)

Creation Date

From:

To:

[?](#)

Type

Letter
Memo

[?](#)

Full Text Query Keywords

[?](#)

[Upload New Documents](#)
[Search for Documents](#)
[Incomplete and Unsubmitted](#)
[Review and Approve Documents](#)
[View Access Logs](#)
[Index Report](#)

[View Map](#) | [Data Management](#) | [Document Management](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

▪The Document Search Page has two search criteria pages, Basic (by default) and Advanced (click button). Users enter criteria to search for available documents. The Full Text Query Keywords will search metadata and the contents of entire documents to return matching results.

[View Map](#)[Data Management](#)[Document Management](#)[Agency Administration](#)

Document Search Results

These are the documents that matched your query. Click on an arrow (^) to sort results by that column. Click again to sort by descending values.

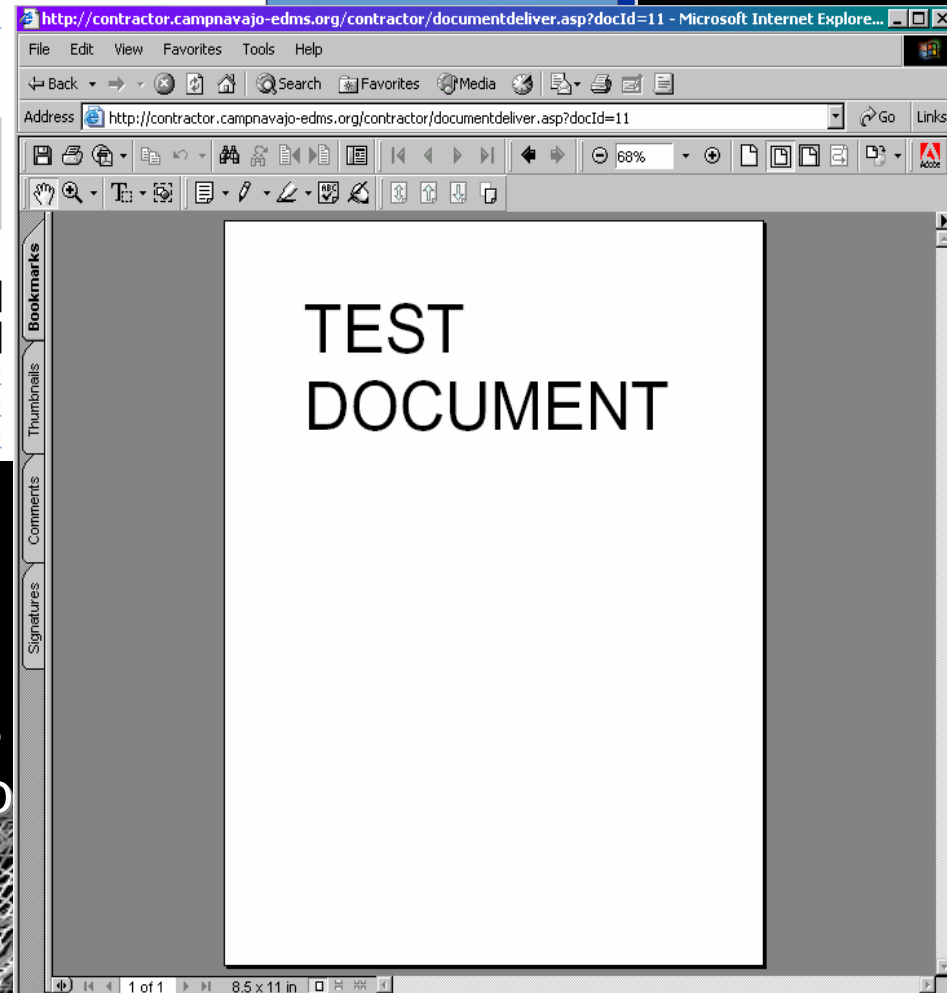
Name ^	Creation Date ▼	Type ^	Doc ID ^
Ed test 6	04-Oct-2004	Letter	11
Adam's Test Document	01-Oct-2004	Memo	4
CAMEO Test Document	25-Sep-2001	Memo	1
Adam's Other Test Document	04-Mar-1999	Memo	5
Test Doc #13	25-Feb-1997	Letter	2

[Upload New Documents](#)
[Search for Documents](#)
[Incomplete and Unsubmitted](#)
[Review and Approve Documents](#)
[Review Document Status](#)
[View Access Logs](#)
[Index Report](#)

▪ After entering search criteria, the Document Search Results page displays all matches. The results can be sorted by using the arrow next to the header and a document can be viewed by clicking on the title.

[View Map](#)[Data Management](#)[Document Management](#)**Document Details**




Document ID	3	Download
Document Name	<input type="text" value="Ed's test for screen shots"/>	
Creation Date	1 Oct 2004	2
Upload Date	01-Oct-2004	2
Document Type	Letter	
Revision Status	Draft	
Sites	<div>Administration Area Burn Pile Administration Area Incinerator Bldg 101 Former Hospital Bldg 2, 16, & 34 Bldg 210 & 212 Battery Operations</div>	
Confidential	<input type="checkbox"/>	
Authors	None	Edit
Recipients	None	Edit
Owner	navajo	2
Reviewer	No reviewer	2
Status	Unsubmitted	2

[Upload New Documents](#)
[Search for Documents](#)
[Incomplete and Unsubmitted](#)
[Review and Approve Documents](#)

■ When a document is selected from the previous page, the Document Details page displays metadata and allows the user to download the PDF document (upper right link).



Index Report

**CAMP NAVAJO - EDMS**[Home](#) > [Document Management](#) > [Index Report](#)[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

View MapData ManagementDocument Management

Index Report

The Index Report organizes all Administrative Record documents into their appropriate File Structure sections and lists the documents chronologically from earliest to latest within each section.

An Index Report may be created for the entire Camp Navajo area or for a specific Site by selecting from the list below.

Site

1. Sample Classification

1.0 Sample Classification

1.0.1

Document Name: **CAMEO Test Document**

Document Number: #1 Revision Status: Draft Document Type: Memo

Creation Date: 25-Sep-2001 Sites: Administration Area Burn Pile, Administration Area Incinerator, Bldg 101 Former Hospital


Authors: None

Recipients: None


- The Index Report page allows the user to generate a CERCLA style Administrative Report for all of Camp Navajo or by Site Name.


Document Management


In this section you can interact with the documents that form part of the Administrative Record.


 [Upload New Documents](#)
The ability to upload project reports, documents and records is available under Upload New Documents.

 [Search for Documents](#)
Access to search project reports, documents, and records by searching on keywords.

 [Incomplete and Unsubmitted](#)
The ability to review document metadata for unsubmitted documents or upload a PDF document for incomplete documents is available under List My Incomplete and Unsubmitted Documents.

 [Review and Approve Documents](#)
Examine and review submitted documents and their metadata, and decide whether to admit the document into the Administrative Record or to send the document back to the submitter for edits.

 [View Access Logs](#)
See which users are viewing which documents.

 [Index Report](#)
The Administrative Record Index Report displays a listing of all documents according to their classification.

[Upload New Documents](#)
[Search for Documents](#)
[Incomplete and Unsubmitted](#)
[Review and Approve Documents](#)
[View Access Logs](#)
[Index Report](#)

■ Administrative Record Coordinator (ARC) clicks on *Review and Approve a Document* link on the Document Management page



Approve a Document

Either begin reviewing a newly submitted document, or select one of your deferred documents (if you have any).

Newly Submitted

Deferred

Doc ID

Title

35

SRM Test Doc 1

Click [here](#) to review the next document in the queue.

[Upload New Documents](#)

[Search for Documents](#)

[Incomplete and Unsubmitted](#)

[Review and Approve Documents](#)

[Review Document Status](#)

[View Access Logs](#)

[Index Report](#)

Document Details

Document ID	36	Download
Document Name	ERIS ERANGE VVL	
Creation Date	16 Nov 2004	2
Upload Date	16-Nov-2004	2
Document Type	Notes	
Revision Status	Draft	
Sites	Old Explosive Ordnance Disposal Demolition Area Open Detonation Area Former White Phosphorus Detonation and Burn Area Former Cyanogen Chloride/Phosgene Demilitarization Area: Drum Burial Site in Demolition Area Open Burn Area	
Confidential	<input type="checkbox"/>	
Authors	None	Edit
Recipients	None	Edit
Owner	testAgency2Admin	2
Reviewer	testAgency2Admin	2
Status	Locked	2

[Cancel Changes](#) | [Save Changes](#) | [Delete](#) | [Accept](#) | [Reject](#) | [Reassign](#)

[Accept](#) Accepts the current document and metadata and moves QA to the next step where the document can be classified as an Administrative Record document.

[Reject](#) Rejects the current document and/or metadata and moves QA to the next step where the QA officer can write a comment and send the document back to the Owner (submitter) for correction and re-submittal.

[Reassign](#) Reassigns the QA process of the document to another QA officer.

[Upload New Documents](#)

[Search for Documents](#)

[Incomplete and Unsubmitted](#)

[Review and Approve Documents](#)

[Review Document Status](#)

[View Access Logs](#)

[Index Report](#)

- ARC reviews document management record to ensure accuracy and completeness of the metadata. ARC can accept, reject, or reassign document.



Accept Document

Document ID: 36
 Document Name: ERIS ERANGE VVL
 Creation Date: 16-Nov-2004
 Upload Date: 16-Nov-2004
 Document Type: Notes
 Owner: testAgency2Admin
 Reviewer: testAgency2Admin
 Status: Locked

[Upload New Documents](#)
[Search for Documents](#)
[Incomplete and Unsubmitted](#)
[Review and Approve Documents](#)
[Review Document Status](#)
[View Access Logs](#)
[Index Report](#)

Choose the document's classification within the Administrative Record, enter comments (optional), then click "Confirm".

Classification:

Include in Admin Record: ☐ (Not likely part of AR: score of 0%)

Comments:

[<< Back to Details](#) | [Confirm](#)

Note that the above evaluation as to the likelihood of its being part of the Administrative Record is not conclusive. Final determination requires careful examination by Quality Assurance staff.

[View Map](#) | [Data Management](#) | [Document Management](#) | [Agency Administration](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

Accept Document

The document has been accepted. As you have specified, it is not part of the Administrative Record.

[Upload New Documents](#)
[Search for Documents](#)
[Incomplete and Unsubmitted](#)
[Review and Approve Documents](#)
[Review Document Status](#)
[View Access Logs](#)
[Index Report](#)

[View Map](#) | [Data Management](#) | [Document Management](#) | [Agency Administration](#)
[My Profile](#) | [Site Map](#) | [Help](#) | [Logout](#)

- ARC chooses document classification and confirms document acceptance.

Document Repository

Here you may browse or manage the folders that categorize the documents stored in this module. All folders are always visible to every user, but depending on the permissions assigned by the folder's owner, you may or may not be able to view the documents within.

If your agency owns the current folder, you will have the ability to create new folders, manage the current folder, and upload new files. To delete a folder, you must first delete all of its subfolders.

Document Root



Folder Name	Owner
 AMEC	Andrew Nelson, AMEC Earth & Environmental
 CH2MHILL	Jennifer Holland, CH2MHILL
 Harris Environmental	Shannon Twilling, Harris Environmental Group
 Rozelle Group	Marty Rozelle, The Rozelle Group
 Brown & Caldwell	Michael Simms, Brown & Caldwell
 National Guard Bureau	Randall Wilkinson, National Guard Bureau
 Technical Search Consultants	Mary Hershner, Technical Search Consultants
 Stakeholder Advisory Group	Randall Wilkinson, Stakeholder Advisory Group
 Arizona Department of Environmental Quality	Stacy Duffy, Arizona Department of Environmental Quality
 MKM Engineers	Srini Neralla, MKM
 AECOM	Raye Lahti, AECOM

New Folder

Document Repository

Here you may browse or manage the folders that categorize the documents stored in this module. All folders are always visible to every user, but depending on the permissions assigned by the folder's owner, you may or may not be able to view the documents within.

If your agency owns the current folder, you will have the ability to create new folders, manage the current folder, and upload new files. To delete a folder, you must first delete all of its subfolders.

-  [Top \(Document Root\)](#)
-  [Up \(AMEC\)](#)
-  [NGB](#)

File Name	Owner	Date Uploaded	File Size
 Stakeholder Reference Manual, Version 2 (Draft)	Andrew Nelson, AMEC Earth & Environmental	Tuesday, April 26, 2005	3.07 MB

New Folder

Edit Folder

Delete Folder

Upload File

Document Repository section to manage and disseminate draft project documents.



Document Repository - Folder Details

Folder Metadata

Folder Name

Owner Andrew Nelson, AMEC Earth & Environmental

Folder Permissions

Choose those agencies you wish to grant read access to this folder. Your own agency always has read access and so does not appear in the list. You may also choose instead to make the folder public, overriding any existing permissions you have set and opening up read access to all agencies.

Members of agencies with read access may view and download the files contained in this folder, but do not have the ability to create new folders or manage this folder or subfolders. Files will be hidden and inaccessible to members of users without read access.

Make folder public: ☐

Agencies with no access

AECOM
Arizona Department of Emergency and Military Affairs
Arizona Department of Environmental Quality
Brown & Caldwell
CH2MHILL
Harris Environmental Group
MKM
Stakeholder Advisory Group



Agencies with read access

National Guard Bureau

Document Repository File Upload

Please be patient when uploading document files. Your upload time will depend on file size and the speed of your Internet connection. Hitting the stop button, back button or closing the browser may cause your browser to abort the upload and result in an improper submission. You will receive notification when your upload is completed.

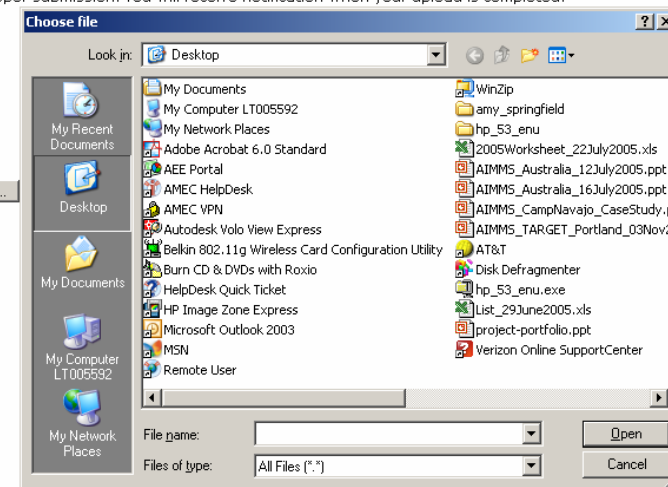
Upload File To: NGB

Descriptive File Name:

File Description:

Document File:

[Back](#) to the file list.



• Document Repository allows users to create folders with specific permissions for agencies

• File upload by user within own folder, read access in other folders